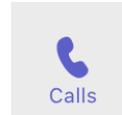


HOW TO: Forwarding Your Direct Phone Extension to Microsoft Teams

1. Click on the MS Teams icon on your desktop.
2. Log into to Microsoft Teams using your APS username and password if you are not already logged in.



3. Click on the 'Calls' button in the tool bar of the left-hand side of the window.



4. Your 'MS Teams Phone Number' will be displayed under the number pad.



5. From your desk phone dial *729 and your 10-digit Teams Telephone number.
6. **To turn off call forwarding** of your desktop phone dial #72 from your desktop telephone set.